

**STATE BOARD OF ACCOUNTS
302 West Washington Street
Room E418
INDIANAPOLIS, INDIANA 46204-2769**

EXAMINATION REPORT
OF
CLERK OF THE CIRCUIT COURT
JEFFERSON COUNTY, INDIANA
January 1, 2005 to December 31, 2005



FILED
03/16/2007

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COUNTY OFFICIALS

<u>Office</u>	<u>Official</u>	<u>Term</u>
Clerk	Martha Jane Shimfessel Kim Smith	01-01-03 to 12-31-06 01-01-07 to 12-31-10
President of the County Council	Jacob Kloepper David J. Craig	01-01-05 to 12-31-05 01-01-06 to 12-31-07
President of the Board of County Commissioners	Michael Frazier Julie Berry	01-01-05 to 12-31-06 01-01-07 to 12-31-07



STATE OF INDIANA
AN EQUAL OPPORTUNITY EMPLOYER

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TO: THE OFFICIALS OF JEFFERSON COUNTY

We have examined the records of the Clerk of the Circuit Court for the period from January 1, 2005 to December 31, 2005, and certify that the records and accountability for cash and other assets are satisfactory to the best of our knowledge and belief, except as stated in the Examination Results and Comments. The financial transactions of this office are reflected in the Examination Report of Jefferson County for the year 2005.

STATE BOARD OF ACCOUNTS

February 12, 2007

CLERK OF THE CIRCUIT COURT
JEFFERSON COUNTY
EXAMINATION RESULT AND COMMENT

OPTICAL IMAGES OF WARRANTS

The financial institution did not return the actual cancelled checks with the monthly bank statements, but instead returned only an optical image of the front side of the checks for the County Clerk's Trust bank account and the County Clerk's ISETS bank account.

Indiana Code 5-15-6-3(a) concerning optical imaging of checks states, in part: "... 'original records' includes the optical image of a check or deposit document when:

- (1) the check or deposit document is recorded, copied, or reproduced by an optical imaging process . . . ; and
- (2) the drawer of the check receives an optical image of the check after the check is processed for payment . . . "

Further, Indiana Code 26-2-8-111(a) and (e) state, in part:

"(a) If a law requires that certain records be retained, that requirement is met by retaining an electronic record of the information in the record that:

- (1) accurately reflects the information set forth in the record after it was first generated in its final form as an electronic record or otherwise: and
- (2) remains accessible for later reference.

(e) If a law requires retention of a check, that requirement is satisfied by retention of an electronic record of the information on the front and back of the check in accordance with subsection (a)."

CLERK OF THE CIRCUIT COURT
JEFFERSON COUNTY
EXIT CONFERENCE

The contents of this report were discussed on February 12, 2007, with Martha Jane Shimfessel, former Clerk of the Circuit Court. The official concurred with our finding.